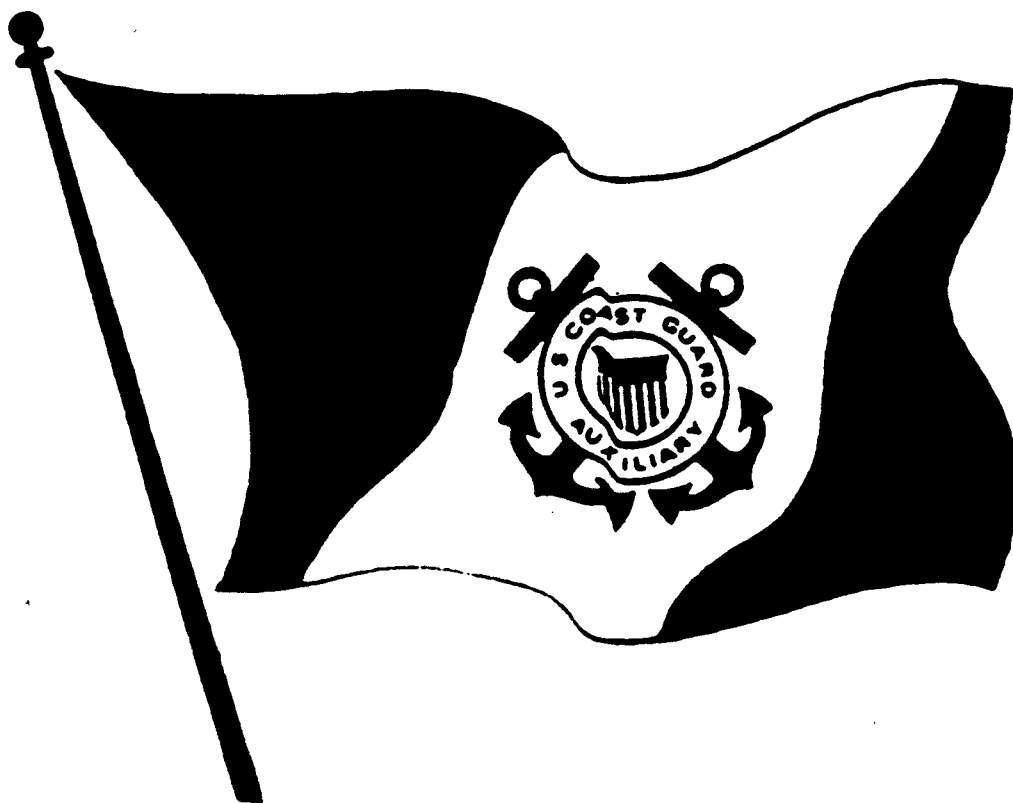


U.S. Department
of Transportation

United States
Coast Guard



AUXILIARY MARINE DEALER VISITOR MANUAL



COMDTINST M16796.3B



APR 8 1998

COMDTINST M16796.3B

COMMANDANT INSTRUCTION M16796.3B

Subj: AUXILIARY MARINE DEALER VISITOR MANUAL

1. **PURPOSE.** To issue an updated edition of the Auxiliary Marine Dealer Visitor (MV) Manual, incorporating numerous technical and administrative changes in the program. This Manual will be effective for a period of 2 years from the date of issue, during which time the MV Program will be restructured to better align the program with customer needs and Coast Guard performance goals.
2. **ACTION.**
 - a. District commanders shall encourage participation in the Coast Guard Auxiliary MDV Program and ensure that the provisions of this Instruction are adhered to.
 - b. Unit commanding officers shall coordinate local boating safety promotional efforts with the MDV Program.
 - c. Members of the Auxiliary who participate in the MDV Program shall familiarize themselves with the contents of this Instruction and conform with its provisions.
3. **DIRECTIVES AFFECTED.** Commandant Instruction M16796.3A, the Marine Dealer Visitor Guide is canceled.
4. **DISCUSSION.**
 - a. The MDV Program is designed to provide marine dealers with the most current boating safety information and to establish a point of contact for boaters interested in boating safety. They, in turn, can provide their customers with boating safety literature, information on Courtesy Marine Examinations (CME), and the location of public education courses.

DISTRIBUTION - SDL No.135

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NON-STANDARD DISTRIBUTION: See page two.

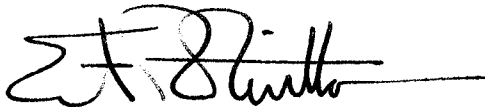
- b. The Marine Dealer Visitor is not an inspector of dealers' businesses. As with Auxiliary CMEs, these visits are informational only and have no legal implications.
- c. Marine dealers shall not use the Coast Guard or the Coast Guard Auxiliary in their advertising. Award of the Cooperating Marine Dealer Decal by an Auxiliary Visitor shall in no way imply that the business has been inspected or endorsed by the Coast Guard.
- d. Every Auxiliarist involved in the MV Program is encouraged to evaluate the contents of this Manual and submit recommended changes through the chain of leadership and management.

5. **MAJOR CHANGES.** Major changes incorporated into this Manual are summarized below.

- a. Updated to reflect transfer of responsibility for the MV Program from the Auxiliary District Staff Officer for Vessel Examination (DSO-VE) to the Auxiliary District Staff Officer for Marine Dealer Visitors (DSO-MV).
- b. Updated to correct form numbers associated with implementation of AUXMIS II.
- c. Updated to match reference material to changes in the new Auxiliary and Vessel Examiner Manuals.

6. **FORMS.** This Manual requires use of the following forms, which may be ordered through normal channels from the Auxiliary National Supply Center. In addition, CG-5093, below, can be accessed through Jetform Filler or Forms Plus Laser on the Coast Guard standard workstation

- a. Auxiliary Mission Activity Report, CG-4947;
- b. Marine Dealer Visitation Program Report, CG-5251;
- c. Boating Safety Coding Sheet, CG-5093.



ERNEST R. RIUTTA
Assistant Commandant for Operations

NON-STANDARD DISTRIBUTION:

Coast Guard Auxiliary:
All Flotilla Commanders
All Marine Dealer Visitors

LIST OF EFFECTIVE PAGES

PAGE	CHANGE
Cover (RB)	ORIGINAL
Letter of Promulgation through page 2	ORIGINAL
Page i (Record of changes) (RB)	ORIGINAL
Pages ii (Table of Contents) (RB)	ORIGINAL
Pages 1-1 through 1-4	ORIGINAL
Pages 2-1 through 2-5 (RB)	ORIGINAL
Pages 3-1 through 3-6	ORIGINAL
Pages 4-1 through 4-22	ORIGINAL
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CHAPTER 1. GENERAL INFORMATION ON THE MARINE DEALER VISITATION (MV) PROGRAM

A. SCOPE OF THE MV PROGRAM.

1. **Purpose.** The purpose of the Marine Dealer Visitation (MV) Program is to promote safe boating for the recreational boating public through the aid of the marine dealer, a primary contact with the novice boater. Great strides toward an ultimate goal of safe and enjoyable recreational boating can be made by convincing the marine dealer of the importance in providing safety information with each sale of a boat or related equipment.
2. **Long-Range Goals.** The long-range goal of this program is to visit each marine dealer at least once a quarter to maintain open lines of communication between the marine dealer, the Coast Guard, and the Auxiliary. The primary reason for the visit is to inform the marine dealer of the Coast Guard's Recreational Boating Safety (RBS) Program and applicable state requirements. The visit should be conducted with a clear objective of passing boating safety information to the marine dealer. The marine dealer must be left with the feeling that the visitor is sincerely interested in helping and that the marine dealer is a vital link in the safe boating or boating education process. **It is far better never to visit a marine dealer than to visit them only one time. Irreversible damage is done to our image and the program when no follow-up visits are made.**

B. OBJECTIVES OF THE MV PROGRAM.

1. To establish or enhance working relations between marine dealers, the Coast Guard, and the Auxiliary.
2. To use the marine dealer as the contact point for making the boating public more aware of local, state, and federal boating safety requirements.
3. To provide information regarding Public Education courses, Courtesy Marine Examinations, Auxiliary membership, and to distribute Coast Guard, Auxiliary, and other available boating safety handout materials approved for distribution through the Marine Dealer Visitation Program.

- C. BENEFITS TO THE MARINE DEALER.** There are significant benefits for participating marine dealers. These benefits are both tangible and intangible but all can be related to economic advantages. A very powerful selling point for marine dealers is that knowledge and the right equipment lead to safer boating. Many potential or novice boaters have an uneasy

feeling that boating is unsafe. If marine dealers can impress upon boaters that safety equipment and knowledge of how to use it is available, they could produce a significant economic advantage. Some of the benefits to the marine dealer are that this program will:

1. Establish a "public/boating safety" image with the public. The safety information which the marine dealer receives, as well as the marine dealer's cooperation with the Coast Guard, Auxiliary and state programs, will impress the public indicating here indeed is a "boating safety center" and a dealer interested in providing customers with the best boating safety information.
2. Keep marine dealers up-to-date on the latest information and programs of interest. Each marine dealer will be visited regularly so there can be follow-up action with the Auxiliary.
3. Provide closer contact with the Coast Guard for answers to questions. Marine dealers often have questions about the Coast Guard and such things as documentation, recall status, etc. The visitor should know whom to contact and how to refer.
4. Conduct marine dealer employee training (e.g., showing the marine dealer's service department how to correctly apply registration numbers, or providing the sales staff with training on safety equipment).

D. BENEFITS TO THE PUBLIC. In cooperation with the marine dealers, the Coast Guard, and states, the MV Program will benefit the recreational boating public by:

1. Providing a better "total service" effort on the part of the marine dealer.
2. Making the boater aware of local, state, and federal safety requirements.
3. Advising boaters of Auxiliary missions and services.
4. Providing the public with a better understanding of a boater's responsibilities.

E. BENEFITS TO THE COAST GUARD AND THE AUXILIARY. If the marine dealer is convinced of the advantages of a close working relationship with the Auxiliary, a large segment of the boating public will be exposed to the safe boating message, resulting in the following advantages:

1. Lives and property will be saved by educating the boating public.

2. Marine dealers will provide a convenient distribution point for boating safety materials as well as a means of notifying the boating public of Coast Guard and Auxiliary programs.
3. The marine dealer's facilities may be available for use in public education courses.
4. The marine dealer's facilities may be available for use as a CME station.
5. Marine dealers, as well as their customers, can become aware of Coast Guard and Auxiliary programs.
6. The "Cooperating Marine Dealer" decal will help identify the marine dealer as a knowledgeable source of boating safety information for the public.
7. Marine dealers will provide a contact point for recruiting new Auxiliary members.
8. Marine dealers will be kept informed of changes in federal and state equipment requirements.
9. In general, all Coast Guard and Auxiliary programs will gain by the increased exposure and opportunities provided by the marine dealer's cooperation.

F. AUXILIARY PROGRAMS. The MV Program is a mixing of many Coast Guard and Auxiliary programs. Aspects of the Courtesy Marine Examination (CME), Public Education, Public Affairs, Member Resources, and Member Training programs are used by bringing boating safety information to marine dealers and their customers. Consumer information can be obtained by using the toll free **Coast Guard Customer Infoline 1-800-368-5647**. It may also be used to get membership information for the Auxiliary.

1. **Courtesy Marine Examination (CME).** The MV Program, while a logical extension of the CME Program, in no way involves an examination or inspection of the marine dealer's premises, stock, or facilities. However, the visitor may assist the marine dealer by recommending the marine dealer stock Coast Guard approved equipment. The visitor will normally discuss a wide range of boating safety topics with the marine dealer. If the marine dealers are receptive, answer their questions, or obtain the answers later. It is important, however, that the visitor discuss the possibility of establishing CME stations in a marine dealer's parking lot. Dealers will often supply publicity for the event. Posters and pamphlets concerning CMEs should be set up by the visitor, and the marine dealer should be thoroughly briefed.

2. **Public Education.** While conducting the visit, the visitor should explain the Public Education Program to the marine dealer. A sound knowledge of course content, intended audience, and audio-visual support requirements for each of the Auxiliary Public Education courses, should be fully understood by the visitor. Counsel the marine dealer regarding the best course suited for their customers, as well as support requirements, should the marine dealer express an interest in sponsoring a course at their location. The visitor should also inform the marine dealer of courses available from other sources, such as the state or the U.S. Power Squadrons (USPS).
3. **Member Training and Member Resources.** During the visit, the training advantages of membership in the Auxiliary should be mentioned. If the marine dealer seems interested, information regarding the Auxiliary should be left so that they can learn about the Auxiliary's programs. If possible, the visitor should supply the marine dealer with a name and phone number of a Member Resource Officer who can answer membership inquiries.
4. **Public Affairs.** In every aspect of the Marine Dealer Visit, the visitor is promoting the Coast Guard and the Auxiliary. The visitor will maintain liaison between the local flotilla, the director's office and of course, the Marine Dealer representative. Since the marine dealer is being exposed to Auxiliary programs, the visitor must present them in a favorable manner. The visitor must be aware of all the materials available to accomplish this and suggestions on the most effective manner in which to use them.
5. **Other Programs.** The visitor must be knowledgeable of local and state programs because they may affect how a boat is equipped. It will hurt the program if only federal and Auxiliary requirements are presented and a boater receives a citation for violation of a local or state law.

G. **INFORMATION AVAILABLE.** The Office of Boating Safety at Coast Guard Headquarters maintains a constantly updated list of marine dealers for use during future programs as they are announced. Boating Safety Consumer Fact Sheets, Boating Safety Circulars, the Coast Guard Customer Info-line number, and Auxiliary recruiting information can be distributed through the Marine Visitor. The dissemination of state information on equipment and education will enhance working relationships between the Coast Guard and the states.

CHAPTER 2. PLANNING AND SCHEDULING

A. IDENTIFICATION OF DEALERS.

1. **Number of Dealers.** There are an estimated 25,000 marine dealers in the United States, who currently receive copies of safety and technical information from Coast Guard Headquarters.
2. **Definition.** A marine dealer, for the purposes of this program, is defined as any business enterprise which sells supplies, equipment, or services to the boating public or a business boaters recognize as a marine expert. Thus, a marine dealer may sell, rent or repair boats, marine electronics, boat equipment, outboard motors, sport equipment, or electrical gear for marine use. The business may be a canvas or sail maker, boat repair shop, marine or boat builder, bait shop, fuel dock, marina, or yacht club. In addition, examples of stores which may qualify under this program are Sears, K-Mart, Walmart and other similar stores with sport/boat equipment departments. Most hardware stores on the coasts and near larger bodies of water carry marine equipment and are considered marine dealers.
3. **Coverage.** With an ongoing program, it is simple to arrange coverage of last year's marine dealers, add any new businesses, and delete those that have gone out of business. Many districts list marine dealers on computers, and supply divisions and flotillas with listings of representatives in their areas. The Commandant (G-OPB-3) will supply a copy of the Marine Dealer Mailing List for each Coast Guard district twice a year, normally in January and July. The list will be sorted by zip code, however, the list is compiled from the reports generated by the MV Program and may be incomplete. Also, flotillas are not geographically situated by zip code. The best method of finding marine dealers is to simply cover a local area. This provides a base for the program.

B. MARINE DEALER VISIT.

1. **Timing of Visits.** The ideal time to initiate contact with marine dealers will vary from area to area, depending upon the length of the local boating season. A good rule is to make initial contact just prior to the beginning of the season, but not so late as to interfere with the marine dealer's busy period. Familiarity with an area and preliminary contacts with the marine dealer will pave the way to a successful marine dealer visitation program. A marine dealer should be visited as

often as necessary to keep an ample supply of handouts and current information available to the boating public. This may mean a visit every 2 weeks, or monthly, but no less than quarterly. An empty pamphlet holder sitting on a counter will soon be discarded.

2. Area Coverage of Marine dealers.

- a. **Opportunity.** Every marine dealer in a given area should have the same opportunity to participate in the MV Program. Most marine dealers are proud of the Cooperating Marine Dealer decal and genuinely feel that their business is helped by identification with safe boating programs of the Coast Guard and the Auxiliary. On the other hand, experience has shown that often there are not sufficient numbers of visitors to completely cover a division or flotilla area. To improve overall acceptance of the MV Program, district commodores should direct division captains to appoint a Marine Dealer Visitor Staff Officer (SO-MV) to direct and coordinate this important program. It would be the function of the SO-MV to determine that all geographic areas of the division are properly represented by a visitor.
- b. **Duplications.** No marine dealer is "owned" by any visitor. Duplications will occur and do no harm as long as they are coordinated and visitors do not become a nuisance. In a situation where all potential marine dealers are not being contacted, the SO-MV or FSO-MV should check and see if one of the visitors can shift their efforts. In most metropolitan areas more than one flotilla can use the same marine dealer for PE course announcements, etc. Marine dealers usually welcome several visitors, but don't pass up the dealer next door!

C. LOCAL COORDINATION.

1. **Promoting Activities.** The visitor must make full use of the opportunity to promote activities such as Public Education courses and CMEs. The visitor must also understand the capabilities of local Auxiliary units. In turn, the visitor must keep local Auxiliarists informed of any commitments being made with the marine dealer, so the flotilla can schedule its activities accordingly.
2. **Evaluation of Activities.** The FSO-MV must evaluate the impact of the program upon the local area. The FSO-MV must also be attentive to possible over-commitment and be ready to seek assistance from other flotillas if the situation dictates. Such requests for assistance should normally be coordinated at the division level.

3. **Responsibility.** The flotilla commander is responsible for the overall program coordination, ensuring that other program resources are made available at the proper times. This will call for scheduling of CMEs and Public Education course activities far enough in advance to make the information available to the marine dealer's customers. An MV report should be included in flotilla, division, and district meetings, along with other staff and committee reports.

D. DISTRICT/DIVISION PARTICIPATION.

1. **Staff Structure.** The MV Program comes under the supervision of the Vessel Examination Department. In most districts the DSO-MV will assume charge of the MV Program in promoting and augmenting the program. Divisions are encouraged to appoint an SO-MV to promote and manage this important program. The SO-MV will maintain a listing of all participants in the program at the flotilla level. SO-MV can be well employed in the overall supervision of the program, allowing a smooth flow of information from the DSO-MV to the visitor.
2. **Staff Responsibilities.** The DSO-MV is responsible for advising other staff officers of needed supplies of pamphlets and other related materials as well as expected levels of activity resulting from this program. The actual distribution of these materials will be accomplished by normal distribution channels (i.e. the Flotilla Materials Officer). The DSO-MV should only be responsible for advising the other staff officers of expected supply and demand.
3. **Decal Control.** Control of "Cooperating Marine Dealer" decals will parallel the current accounting system for CME decals. The DSO-MV will maintain a record of the number of decals issued to each SO-MV.

E. SELECTION OF VISITORS. To prevent conflict of interest, Auxiliaries in the following categories are prohibited from participating in the MV Program:

1. A marine dealer.
2. Someone engaged in selling marine related products or services.
3. A marine law enforcement officer.

F. QUALIFICATIONS.

1. **Knowledge.** The visitor should have a well-rounded

knowledge of Coast Guard, Auxiliary, and state programs and be truly interested in fulfilling the objectives of the MV Program. Visitors must be experienced Auxiliarists. The ideal MV representative has time to make contacts during normal business hours.

2. **Requirements.** For initial qualification as a Marine Dealer Visitor (MV), members must pass the current MV Qualification Examination, and make a marine dealer visit with a currently qualified visitor. The practical visit may be conducted before taking the written examination but not before completion of training with regard to policy and guidance covered by this manual. The examination is an open book test with a passing score of 90. This exam encompasses not only the MV Program but the VE Program, since many marine dealers ask technical questions related to our CME requirements. It is not required that the visitor be a Vessel Examiner, but it is desirable. For this reason, lesson two in the Student Study Guide of this manual is devoted to the CME Program, to familiarize the non-VE qualified visitor with the VE Manual.
3. **Letter Of Certification.** Auxiliarists who complete the required qualifications will be given a Letter of Certification from the Director of Auxiliary (via the DSO-MV, with copies to the Division and Flotilla). This letter must be received by the member prior to making any visits, and should be carried on all visits for identification. The letter of certification is valid until rescinded for cause by the District Commodore, the Auxiliarist is dis-enrolled from the program, or the Auxiliarist fails to complete re-qualification. See Enclosure (2) for a sample certification letter.
4. **Conduct.** The visitor represents both the Coast Guard and the Auxiliary to the marine dealer and their customers. The visitor must present a good personal image and wear the Auxiliary uniform smartly. Applicants for this program must be those who portray a good Coast Guard and Auxiliary image. They must approach the marine dealer in a business-like manner, ever conscious of the fact that the marine dealer's first consideration is making a living. If the visitor gains the marine dealer's confidence on the initial visit, it will be much easier for them to accept the entire Coast Guard and Auxiliary program.

G. PARTICIPATION REQUIREMENTS.

1. **Visits.** To properly participate in the MV Program, visitors will be required to actively visit area marine dealers. The actual number of visits required to remain

active will vary with location and the density of the marine population. The DSO-MV shall establish the district requirements but quarterly visits are a minimum. However, consideration of a marine dealer's needs may indicate additional visits are required. To remain qualified, a visitor must conduct at least four (4) visits annually.

2. **Workshops.** Each Auxiliarist who initially qualifies will be exempt from attending a required, approved, workshop during the qualifying calendar year. They must, however, attend any mandatory, Headquarters approved, MV/VE workshops conducted in their area. This keeps the visitors constantly updated on equipment requirements and program emphasis.

H. REQUALIFICATION.

1. **Workshops.** Marine dealer visitors who fail to attend a required workshop have until September 30 of the same year to attend a makeup workshop. Their MV Qualification will be suspended during the period between the scheduled workshop and the makeup. If a workshop has not been attended by September 30, the member must retake and pass the MV Qualification Examination. If less than 1 year has elapsed since the mandatory workshop was missed, the training visit with a qualified MV is not required. However, if a year or more has elapsed or the member has not conducted any visits in the calendar year the workshop was missed, then the training visit with a qualified MV is required.
2. **Annual Requirements.** MV who fail to conduct four visits during the calendar year must retake the MV exam in addition to any required workshop. They do not have to perform the training visit.
3. **Inactivity.** If 1 year or more has elapsed since loss of qualification, the Auxiliarist must re-qualify, the same as a new MV, using the procedures prescribed in paragraph 2-F-2.

- I. **ASSIGNMENT TO DUTY.** To qualify for assignment to duty, Marine Dealer Visitors must have received letters of certification and scheduled activities with their elected officers or the FSO-MV. Assignment to duty recognizes that the visitor is acting in an official capacity while performing official duties as set forth in this manual. See the Auxiliary Manual (COMDTINST 16790.1) for information on orders and benefits.

CHAPTER 3. PROCEDURES, LOGISTICS AND REPORTS

A. PROCEDURES. Visitors should always be in the proper uniform prescribed by the Auxiliary Manual (COMDTINST 16790.1, 10.A.3.e) while performing visits. The uniform promotes the professionalism of the Auxiliary in the eyes of the marine dealer and the public. Visitors should ask to see the person in charge (owner, manager, supervisor), present themselves as Marine Dealer Visitors, explain the program in detail, and ask if they would be interested in partnering with the Auxiliary in this valuable public service.

1. Purpose of Visit.

- a. Acquaint the marine dealer with the Auxiliary.
- b. Point out the value of promoting the Auxiliary.
- c. Place marine dealer on distribution of USCG boating information (if not already on the list), if desired.

2. **Distribution.** Distribute safety literature, public education information, and advise the marine dealers of services the Auxiliary has available.

3. **Check List.** Visitors should carry the following materials:

- a. Cooperating Marine Dealer Decal (replace as needed).
- b. Public Education Course schedules and CME station schedules.
- c. Posters.
- d. Flotilla information and newsletter.
- e. Visitor Appointment Letter.
- f. Ample amount of handouts.

g. Forms: ANSC #

CG-5093, Dealer Identification Coding Sheet.....7047

Marine Dealer Visitation Report.....7046

Activity Report - Mission.....7030

h. Visitor name and phone number (for future contact).

B. MATERIALS.

1. **Coast Guard and Auxiliary Handouts.** These can be ordered from the ANSC, through the flotilla Materials Officers (FSO-MA).
 - a. Boating safety pamphlets.
 - b. Headquarters Boating Safety Fact Sheets.
 - c. Cardboard pamphlet holder (ANSC # 9018).
 - d. Necessary MV forms.
 - e. Posters.
2. **State and Local Handouts.** These are available from local or state agencies (e.g., Dept. of Waterways, or Dept. of Conservation) and can be ordered by the FSO-MA. Most agencies will provide a variety of handouts free of charge.
3. **Additional Materials.** Information on the local boating safety program should include the following:
 - a. Public Education Course schedules. Include all sources (e.g., U.S. Power Squadrons or state courses).
 - b. CME station schedules.
 - c. Other applicable district or locally printed boating safety material.
 - d. Hotline numbers. In addition to the Coast Guard Customer Info-line (800-368-5647), Boat/US has a toll-free course information line (800-336-BOAT or 800-245-BOAT in Virginia). Several states also have toll-free course information numbers.
 - e. Local Notice to Mariners.
 - f. Maps or representations of local boating areas.
4. By providing the above listed materials, we give the Cooperating Marine Dealer a reference library of information regarding boating safety, Coast Guard, and Coast Guard Auxiliary programs. The Auxiliary is, in fact, educating marine dealers enabling them to provide boating safety messages to their customers.
5. An ample supply of boating safety and Auxiliary literature should be left with the marine dealer at each

visit. If a display rack is left it must be kept filled with pamphlets or it may soon be tossed away.

6. **MV DISPLAY IDEAS.** The following list contains suggested items for display at cooperating marine dealers:
 - a. The Cooperating Marine Dealer Decal.
 - b. Literature/pamphlet holder with boating safety information pamphlets.
 - c. Notice of Courtesy Marine Examinations with dates and telephone numbers to call for more information.
 - d. Notice of boating safety classes with class convening dates and telephone numbers to call for enrollment.

C. DECALS.

1. **Ordering Decals.** The Cooperating Marine Dealer decals are requested, as needed, via the SO-MV, from the DSO-MV. The DSO-MV will order the decals from the ANSC. Each visitor will be responsible for the decals received. Each Cooperating Marine Dealer should receive only one decal (replaced as necessary). When replacing the decal is necessary, the previous decal should be removed from the window and a new one affixed personally by the visitor.
2. **Affixing Decals.** Decals should be affixed in such a location to be visible from the street, normally on a door or window of a marine dealer's showroom. Under no circumstances should the decal be affixed to a vehicle or other object that is not permanently located at the marine dealer's place of business.
3. **Eligibility.** To receive the Cooperating Marine Dealer decal, marine dealers must agree to support the program by:
 - a. Maintaining a list of boat and marine engine purchasers and assisting manufacturers in conducting recalls required by the Coast Guard.
 - b. Maintaining the current Coast Guard Defect Notification Campaign listing and advising customers of its provisions.
 - c. Assisting in publicizing Coast Guard Auxiliary CME and PE programs.
4. **Duplication Prohibited.** Marine dealers should be advised that decals may not be duplicated or imitated in public

advertising. Being designated a Cooperating Marine Dealer does not mean the Coast Guard or Coast Guard Auxiliary endorses or approves products sold by the marine dealer, and marine dealers must be advised not to use the phrase in any advertising.

D. REPORTS.

1. **Dealer Identification Coding Sheet.** The Manufacturer ID Code (MIC) System and Mailing Label System (MLS) Coding Sheet (CG-5093) (ANSC#7047) is the report used to update the Coast Guard Marine Dealer Listing. Keeping this listing up-to-date and accurate is one of the primary reasons for the program, and data from this list is used to notify marine dealers of safety defects and other important boating safety matters. The listing is also used to provide a mailing list for the Boating Safety Circular (BSC) published by Coast Guard Headquarters. See the back of the form for category numbers. In most cases, category #73 will be used to identify participating marine dealers.
 - a. This form is filled out only during the original contact or to report a change in the basic data for a marine dealer (name, address, gone out of business, etc.). **DO NOT SUBMIT THIS FORM EVERY YEAR.** See enclosure (3) for sample form.
 - b. CG-5093 forms should be sent to the DSO-MV via the SO-MV. The DSO-MV will review and forward the completed form to:

Commandant (G-OPB-3), Attn.: MV
U.S. Coast Guard
2100 2nd Street SW
Washington, DC 20593-0001
2. **Marine Dealer Visitation Program, Visitation Record, ANSC#7046.** This form is the **ONLY** one needed for reporting visits in subsequent years when no change of basic data is to be reported.
 - a. **FILL OUT THIS FORM FOR EACH VISIT**, whether original or repeat, unless your district uses an additional district report for repeat visits. Districts may establish their own routing, as long as the DSO-MV is informed of each visit.
 - b. When a marine dealer is visited which has already been contacted during the current year by another visitor, follow the procedure for a repeat visit. Complete form ANSC#7046 in the same manner as if this was a dealer you had contacted earlier in the year.

3. **Activity Report-Mission, ANSC#7030.** This report will be used to enter MV performance into AUXMIS. The form should be completed in accordance with current instructions listed in the Auxiliary Member Forms Guide, COMDTINST M16790.2
 - a. Marine dealer visits shall be reported under Auxiliary Traditional Missions, Category 11; one card for each visit.
 - b. A member must be designated as a visitor by DIRAUX in order to enter Category 11 data. Send the Activity Report-Mission to the individual/function as detailed in your district policy, usually the FSO-IS. See enclosure (5) for sample form.
4. **Performance Level.** The DSO-MV shall report on MV Program performance to the DCO and VCO annually (or as often as designated). The DSO-MV will coordinate through each division's SO-MV to evaluate program performance and to correct lack of performance by visitors. All efforts should be expended to bring about the expected activity.

E. CERTIFICATE OF APPRECIATION.

1. **Eligibility.** A Certificate of Appreciation has been designed and should be awarded to those marine dealers who have made an outstanding contribution to the MV Program. It is the visitor's responsibility to educate the marine dealer about Coast Guard and Auxiliary programs. However, awarding the certificate could be the catalyst to motivate active participation by the marine dealer. It will be left to the judgment of the visitor as to which participating marine dealer or dealers in the area should receive the certificate. See enclosure (6) for sample certificate.
2. **Availability.** The Certificate of Appreciation is available from ANSC, stock number ANSC# 6022, and may be ordered through any flotilla materials officer (FSO-MA).
3. **Presentation.** The flotilla commander should prepare and present the Certificate of Appreciation. The flotilla commander may want to invite the marine dealer to the flotilla meeting or Change of Watch to receive the certificate.

CHAPTER 4. STUDENT STUDY GUIDE

A. INTRODUCTION. The purpose of this study guide is to foster a better understanding of the procedures to follow and the knowledge necessary to properly conduct a marine dealer visit. This will be accomplished through:

1. CAREFUL STUDY of the referenced sections of this manual.
2. CAREFUL STUDY of the referenced sections of the VE Manual, COMDTINST M16796.2(series).
3. CAREFUL STUDY of the referenced section of the Auxiliary Manual, COMDTINST M16790.1(series).
4. ANSWERING each question after a study of the referenced text, but without referring to the text.
5. CHECKING all answers against those given in this study guide.
6. ANSWERS may be written in this study guide or on separate paper. It is intended that the student retain the study guide section and answers for ready reference.

B. LESSON ONE - GENERAL INFORMATION ON THE MARINE DEALER VISITATION (MV) PROGRAM.

1. **Objectives.** At the completion of this assignment, the student should be able to:
 - a. Identify the three main objectives of the Marine Dealer Visitation Program.
 - b. Describe ways the Marine Dealer Visitation Program benefits marine dealers, the public, the Coast Guard, and the Auxiliary.
 - c. List other Auxiliary programs encompassed by the Marine Dealer Visitation Program.
2. **Activities.** Study Chapter 1 of this Manual, then answer questions a through h.
 - a. State the three main objectives of the MV Program.

- b. State two significant participation benefits for the marine dealer from the MV Program.
- c. State two significant participation benefits for the recreational boating public from the MV Program.
- d. State three participation advantages for the Coast Guard and the Auxiliary from the MV Program.
- e. Describe how the MV Program interfaces with the Auxiliary's Public Education Program.
- f. Describe how the MV Program interfaces with the Auxiliary's Courtesy Marine Examination Program.
- g. Describe how the MV Program interfaces with the Auxiliary's Member Resources Program.

- h. Describe how the MV Program interfaces with the Auxiliary's Public Affairs Program.

C. LESSON TWO - COURTESY MARINE EXAMINATION MATERIAL NECESSARY TO THE MARINE DEALER VISITOR.

1. **Introduction.** The visitor is often asked questions posed by both the marine dealer and the recreational boater regarding safety requirements. Due to this fact, the visitor should have a thorough knowledge of the requirement for the issuance of the Courtesy Marine Examination decal.
2. **Objectives.** At the completion of this assignment, the student should be able to:
 - a. Answer questions regarding numbering and documentation of vessels.
 - b. Answer questions regarding Coast Guard approval of various marine safety related items.
 - c. Answer questions regarding Coast Guard required safety items.
 - d. Answer questions regarding Auxiliary items required for the issuance of the CME decal.
3. **Activities.** Study Chapters 3,6, and 8 of the Vessel Examiner Manual, COMDTINST M16796.2(series), then answer questions a through v.
 - a. Are all undocumented vessels required to have registration numbers?
 - b. Must boat numbers be painted or permanently attached to each side of the forward half of the hull?

- c. A boat less than 16 feet (4.9 M) in length is not required to have installed navigation lights to be in compliance with the federal Regulations. What advice should be given to the skipper by the visitor?
- d. How do CME requirements differ from federal requirements regarding sound producing devices?
- e. Even if a boat is not required to carry a bell, what advice should be given by the visitor?
- f. What factors determine the type of PFDs a boat is required to carry?
- g. What are the general classifications of PFD's?
- h. For the purpose of meeting the CME requirements, which boats are required to carry fire extinguishers?

- i. During a Courtesy Marine Examination, a boat owner hands you a fire extinguisher he removed from a drawer. Does this fire extinguisher fulfill the fire extinguisher requirements for the issuance of the CME decal?

- j. If state law prohibits percussion-cap visual distress signals, or the owner does not feel comfortable carrying pyrotechnics on board, what type of visual distress signals should the Visitor recommend?

- k. In order to be eligible for the award of the CME decal which types and sizes of vessel must carry visual distress signals?

- l. For the purpose of the CME decal, which boats have ventilation requirements?

- m. Are Coast Guard approved backfire flame arresters required where 'open boat' ventilation requirements exist?

- n. Personal watercraft are exempted from some requirements that apply to most other vessels. List three of these exemptions?

- o. List the federal regulations that pertain to portable fuel tanks.

- p. Would a fuel tank fill pipe that terminates on the deck of a self bailing cockpit be acceptable for the award of the Courtesy Marine Examination decal?

- q. Are all boats required to carry an anchor and anchor line for the issuance of the Courtesy Marine Examination decal?

- r. Are there federal requirements as to the size and shape of anchors?

- s. Are there federal regulations concerning alternate propulsion devices used on small boats?

- t. Which sizes or types of boats are required to have de-watering devices for the award of the Courtesy Marine Examination decal?

- u. State equipment requirements have been incorporated into the requirements for the awarding of the Courtesy Marine Examination decal. If a boat is registered in Florida and is being examined in Arizona, it must meet the state equipment requirements of which state?

- v. Are capacity plates required on all boats?

D. LESSON THREE - SPECIAL INFORMATION NECESSARY TO THE MARINE DEALER.

1. **Introduction.** The visitor represents the Coast Guard and the Auxiliary to the general public. It is important for visitors to present themselves in a proper fashion when making marine dealer visits. In addition, the visitor must be aware of current Auxiliary programs, the organization of the Auxiliary, and membership requirements.

2. **Objectives.** At the completion of this assignment, the student should be able to:
 - a. Answer questions regarding the purpose of the Auxiliary and its various programs.
 - b. Answer questions regarding membership requirements.
 - c. Answer questions regarding the proper uniforms to wear when making marine dealer visits.
3. **Activities (Section A, Auxiliary Programs).** Study Chapters 1 and 2 of the Auxiliary Manual, COMDTINST M16790.1(series), then answer questions a through e.
 - a. Describe the purposes of the Auxiliary.
 - b. List three purposes of the Courtesy Marine Examination Program.
 - c. List three purposes of the Auxiliary's Public Education Program.
 - d. Briefly describe the Operations Program.
 - e. List three other Auxiliary Programs.

4. **Activities (Section B, Membership).** Study Chapter 3 of the Auxiliary Manual, COMDTINST M16790.1(series), then answer questions a through c.

a. State the basic membership requirements for entrance into the Auxiliary.

b. Name the different types of Auxiliary membership.

c. State three privileges of Auxiliary membership.

5. **Activities (Section C, Uniforms).** Study Chapter 10 of the Auxiliary Manual, COMDTINST M16790.1(series), then answer questions a through e.

a. State the proper uniforms for conducting marine dealer visits.

b. May the Auxiliary jump suit be worn when conducting a marine dealer visit?

- c. May the authorized blue blazer be worn when conducting a marine dealer visit?
- d. May the work or undress uniforms be worn when conducting a marine dealer visit?
- e. May the winter dress blue uniform be worn when conducting a marine dealer visit?

E. LESSON FOUR - ADMINISTRATION OF THE MARINE DEALER VISITATION PROGRAM

1. **Objectives.** At the completion of this assignment, the student should be able to:
 - a. Explain the scope of the Marine Dealer Visitation Program.
 - b. Describe the coordination method employed by the MV Program.
 - c. State the basic requirements for certification as a Visitor.
 - d. Describe the process through which the Cooperating Marine Dealer Decal is awarded.
 - e. List the forms to be completed as part of the visit.
2. **Activities (Marine Dealer).** Study Chapters 2 and 3 of this manual, then answer questions a through 1.
 - a. State the definition of a marine dealer.

- b. When is the best time of year to make an initial visit? Is this the only time during which an initial visit should be made?
- c. Who has the responsibility for coordination of the local MV Program?
- d. How is the support staff for the MV Program structured at the district and division levels?
- e. What restrictions limit a person's appointment as a visitor?
- f. What materials are available for distribution to the marine dealer for use during an initial marine dealer visit?
- g. What are some of the purposes of the Dealer Identification Coding Sheet (CG-5093)?

- h. What is the purpose of the Marine Dealer Visitation Program Visitation Record (ANSC#7046)?
- i. How is the marine dealer visit reported on the Auxiliary Activity Report-Mission (ANSC#7030)?
- j. What must a marine dealer agree to do in order to receive the Cooperating Marine Dealer decal?
- k. How does a visitor receive decals for issuance?
- l. Where does a visitor receive the materials for distribution to the marine dealer?

F. ANSWERS TO STUDENT STUDY QUESTIONS.

1. LESSON ONE.

- a. To properly answer the question you must state all three of the following objectives:
 - (1) Establish or enhance working relations between the marine dealer, the Coast Guard, and the Auxiliary;

- (2) Use marine dealers as points of contact for making the boating public more aware of state and federal boating safety requirements;
- (3) Provide information regarding Auxiliary Public Education courses, Courtesy Marine Examinations, Auxiliary Membership, and to distribute Coast Guard and Auxiliary handout materials.
(MV Manual p. 1-1)

b. Answer any two of the following:

- (1) Establish a "boating safety" image with the public;
- (2) Keep marine dealers up to date on the latest information and programs of interest;
- (3) Provide closer contact with the Coast Guard for answers to questions that may arise;
- (4) Conduct marine dealer employee training.
(MV Manual p. 1-1, 1-2)

c. Answer any two of the following:

- (1) Providing a better 'total service' effort on the part of the marine dealer;
- (2) Making the boater aware of local, state, and federal safety requirements;
- (3) Advising boater of missions and services of the Auxiliary;
- (4) Providing the public with a better understanding of boater responsibilities. (MV Manual p. 1-2)

d. Answer any three of the following:

- (1) Lives and property will be saved by educating the boating public;
- (2) Marine dealers will provide a convenient distribution point for boating safety materials as well as serving as a means of notifying the boating public of Coast Guard and Auxiliary programs;
- (3) Marine dealers' facilities may be available for use for a Public Education course;
- (4) Marine dealers' facilities may be available for use as a Courtesy Marine Examination station;

- (5) Marine dealers, as well as their customers, can become aware of Coast Guard and Auxiliary programs;
 - (6) The Cooperating Marine Dealer decal will help to identify the marine dealer as a knowledgeable source of boating safety information for the public;
 - (7) Marine dealers will provide a contact point for recruiting new Auxiliary members;
 - (8) Marine dealers will be kept informed of changes to federal and state equipment requirements;
 - (9) All Coast Guard and Auxiliary programs will gain from the increased exposure and opportunities provided by the Marine Dealers' cooperation.
(MV Manual pp. 1-2, 1-3)
- e. The Marine dealer should become knowledgeable about the Auxiliary's Public Education Program. The representative should be supplied with information regarding Public Education Courses in the area, and should be invited to sponsor a course at the marine dealer's location.
(MV Manual pp. 1-3, 1-4)
- f. Visitors can recommend that the marine dealer stock Coast Guard approved equipment. The marine dealer will become aware of the requirements for the issuance of the Courtesy Marine Examination decal. The marine dealer can be encouraged to make use of the facilities for a CME station, and to distribute safety related pamphlets to the boating public. (MV Manual p. 1-3)
- g. The marine dealer should be made aware of the training advantages of Auxiliary membership. With the marine dealer's approval information regarding Auxiliary membership can be made available for distribution to the boating public. A relationship can be established between the marine dealer and the local Member Resources Officer. (MV Manual p. 1-4)
- h. The entire nature of the MV Program is to promote the Coast Guard and Auxiliary with each visit. The function of making marine dealers and the public aware of boating safety information, as well as Coast Guard and Auxiliary programs, is basically that of any Auxiliarist participating in a Public Affairs program.
(MV Manual p. 1-4)

2. LESSON TWO.

- a. No (VE Manual, Ch. 3)
- b. Yes (VE Manual, Ch. 3)
- c. If the vessel is in a situation requiring navigation lights, the operator is required by law to see that proper lights are displayed for the waters the boat is operating upon. (VE Manual, Ch.3)
- d. The Auxiliary requires sound producing devices on all boats. The devices must be capable of producing a four second blast audible for one half mile. Federal regulations require boats less than 12 meters (39.4 feet) to have some means of making an efficient sound signal. (VE Manual, Ch. 6)
- e. Under certain conditions, the "Navigation Rules" require sounding of a bell even though the vessel may not be required by law to carry a bell on board. (VE Manual, Ch. 6)
- f. Boat size and whether or not the vessel is used commercially. (VE Manual, Ch. 6)
- g. Classified as Types I, II, III, IV, and V. PFDs differ in the amount and distribution of flotation they contain and the purpose for which they are designed to be used. (VE Manual, Ch. 3, 6)
- h. All boats, except sail boats under 16 feet in length without auxiliary power on board. (VE Manual, Ch. 3)
- i. No. The fire extinguisher must be properly secured and readily accessible. (VE Manual, Ch. 3)
- j. There are distress flags (for day use) and Coast Guard approved distress lights (for night use) available. (VE Manual, Ch. 3, 6)
- k. In order to be eligible for award of the CME decal, every vessel, without exception, must have on board visual distress signals suitable for day and night use at the time of the examination. There are some differences between offshore and inland waters. (VE Manual, Ch. 3)
- l. Vessels with closed engine or fuel tank spaces that burn fuel with a flash point of 110° or less (gasoline), except on boats built after 31 Jul 80

- there is no requirement for ventilation of the permanent fuel tank compartment if there is no electrical source in the compartment, and if the fuel tank vents to the outside of the hull. Batteries are not considered to be an electrical source for these purposes. (VE Manual, Ch. 6)
- m. The possibility of a backfire flame must be contained or discharged into the air away from the vessel or occupants. (VE Manual, Ch. 3)
- n. Answer any three of the following:
- (1) Display of capacity information.
 - (2) Safe loading information.
 - (3) Floatation requirements,
 - (4) Electrical systems.
 - (5) Fuel systems.
 - (6) Powered ventilation. (VE Manual, Ch. 8)
- o. There are no federal requirements that pertain to portable fuel tanks. (VE Manual, Ch. 6)
- p. Yes. (VE Manual, Ch. 3)
- q. All boats must be equipped with some effective means of anchoring. This may not be limited to the recognized yachtsman anchors. Depending on the locality, this can be any device which will adequately anchor the boat. (VE Manual, Ch. 3)
- r. No. (VE Manual, Ch. 6)
- s. No. A means of alternate propulsion is required by some states and for the CME decal. (VE Manual, Ch. 6)
- t. All sizes of powerboats and sailboats are required to have some type of de-watering device. (VE Manual, Ch. 3)
- u. Arizona. (VE Manual, Ch. 7)
- v. Capacity plates are required on all monohull boats under 20 feet (except sailboats, inflatables, canoes, and kayaks) for which construction was begun on or after 1 November 1972. (VE Manual, Ch. 6)

3. **LESSON THREE (Section A, Auxiliary Programs).**

- a. The purpose of the Auxiliary is to assist the Coast Guard, as authorized by Commandant, in performing any Coast Guard function, power, duty, role, mission or operation authorized by law. **(AUXMAN)**
- b. Answer any three of the following:
 - (1) Conduct one-on-one education session with recreational boaters;
 - (2) Foster wider compliance with boating laws and safe boating practices;
 - (3) Determine if boat owner is in compliance with the requirements of state and federal laws, and to so advise the owner;
 - (4) Determine if the boat meets the additional requirements of the Auxiliary for award of the CME decal;
 - (5) Supply information concerning the Auxiliary as well as the educational and practical value that membership in the Auxiliary offers the boat owner;
 - (6) Supply information and literature on the general subject of boating safety. **(VE Manual, Ch. 1, 2)**
- c. Answer any three of the following:
 - (1) Instruct basic principles of piloting, seamanship, and boating safety;
 - (2) Instruct on laws and regulations pertaining to the operations of small boats;
 - (3) Promote the safe operation of small boats through instruction for the benefit of persons not members of the Auxiliary;
 - (4) Cooperate with state and other government authorities to assist and advise them on their boating safety education programs. **(AUXMAN)**
- d. Auxiliary operations are broad and non-military, covering the use of both men and women members, and of their facilities, in a wide variety of patrols and Search and Rescue (SAR) missions. Operations is a demanding activity where qualified Auxiliarists may

use their knowledge, skills, and facilities in an active and satisfying manner. (AUXMAN)

e. Answer any three of the following:

- (1) The Academy Introduction Mission (Project AIM),
- (2) The Recruitment Assistance Program (Project RAP),
- (3) National Safe Boating Week.
- (4) Boat Show Participation
- (5) Aids to Navigation.
- (6) Courtesy Marine Examination.
- (7) Public Education.
- (8) Operations.
- (9) Public Affairs Support of the Coast Guard
- (10) Chart Updating.
- (11) Commercial Fishing Vessel Examination.
- (12) Auxiliary State Liaison Program.
- (13) Marine Environmental Education/Protection. (AUXMAN)

4. LESSON THREE (Section B, Membership).

a. Membership in the Auxiliary is open to citizens of the United States and its territories and possessions, 17 years or older, who either own a facility or have special training or experience to qualify for Auxiliary membership. (AUXMAN)

- b. (1) Membership
- (2) Retired Member
- (3) Life Membership
- (3) Honorary Membership (AUXMAN)

c. Answer any three of the following:

- (1) Receive a copy of the Auxiliary Manual, 16790.1(series), and other Auxiliary publications, as needed;

- (2) To attend all meetings, training sessions, and social events of the Auxiliary;
- (3) Vote on any flotilla matter;
- (4) Be carried on the rolls of the district;
- (5) Wear the Auxiliary uniform with such insignia as the present or past highest office entitles;
- (6) Be eligible for election to any office for which qualified;
- (7) Be eligible for any appointed office for which qualified;
- (8) Be entitled to take advanced training courses and certain Coast Guard Institute courses;
- (9) Be eligible to receive Coast Guard operations and travel orders, if all the requirements for the type of duty being performed are met;
- (10) Be entitled to fly the Auxiliary ensign on a vessel facility, providing facility is currently inspected. (AUXMAN)

5. LESSON THREE (Section C, Uniforms).

- a. Service dress blue; Tropical blue. (AUXMAN)
- b. No. The Auxiliary jump suit is reserved for those times when Auxiliarists are performing CMEs or participating in the Auxiliary's Operations program. (AUXMAN)
- c. Yes. The blue blazer is not a uniform item but has been approved by the National Board for optional use. (AUXMAN)
- d. No. Marine dealer visits are considered official visits, and require the same uniform standards which apply to public affairs presentations. The undress blue uniform is reserved for CMEs, classrooms, and operations. The working blue uniform is reserved for CMEs and operations. (AUXMAN)
- e. No. The winter dress blue may substitute for the service dress blue except when a tie and jacket are appropriate. (AUXMAN)

6. LESSON FOUR.

- a. Any business enterprise that sells or rents supplies,

equipment or services to the boating public.

(MV Manual p. 2-1)

- b. The initial contact should be made just prior to the beginning of the boating season. However, initial visits can be made at any time of year.
(MV Manual p. 2-1)
- c. The flotilla commander is responsible for coordination of the local Marine Dealer Visitation Program.
(MV Manual p. 2-2)
- d. In most districts, the DSO-MV will assume charge of the MV Program. At the division level, the SO-MV is responsible for staff coordination of the MV Program.
(MV Manual p. 2-3)
- e. To be eligible to participate in the Marine Dealer Visitation Program an Auxiliarist may NOT be:
 - (1) A marine dealer,
 - (2) Engaged in selling marine related products or services,
 - (3) A marine law enforcement officer.
(MV Manual p. 2-3)
- f.
 - (1) Necessary forms,
 - (2) Decal,
 - (3) Ample amount of handouts,
 - (4) Cardboard pamphlet holder,
 - (5) Locally produced Public Education course lists and CME Station schedules,
 - (6) Visitor appointment letter. (MV Manual p. 3-1)
- g.
 - (1) Add the marine dealer to the Coast Guard Marine Dealer List,
 - (2) Add the marine dealer to the mailing list for the Boating Safety Circular,
 - (3) To make corrections to the current listing of a marine dealer for whom an initial CG-5093 has been submitted. MV Manual p. 3-4)
- h. This form is used to keep a record of subsequent visits to marine dealers in those cases where no

change in basic data is to be reported.

(MV Manual p. 3-4)

- i. In section I, under 'Traditional Missions', X the square for category 11, to indicate that the report is covering the MV Program. In section II the location section, indicate the name and city of the marine dealer(s) visited. Section III is used to report time devoted to the program.

(MV Manual p. 3-5)

- j. (1) Maintain a list of boats and marine engines purchased, and assist manufacturers in conducting recalls required by the Coast Guard,

- (2) Maintain the current Coast Guard Defect Notification Campaign listing, and advise customers of its provisions,

- (3) Assist in publicizing Auxiliary CME and PE programs.

(MV Manual p. 3-3)

- k. MV Program decals are ordered by the DSO-MV from the ANSC and are distributed by the DSO-MV via the SO-MV.

(MV Manual p. 3-3)

- l. Materials used in the MV Program are listed on the Auxiliary National Supply Center (ANSC) Order Form. They may be ordered for the MV by the flotilla commander or the flotilla materials officer. Some suitable materials may be available from other sources such as BOAT/US, Boating Safety Foundation, state Boating Safety Officers, the Federal Communications Commission, and various commercial sources.

(MV Manual p. 3-2)

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SAMPLE MV INITIAL QUALIFICATION RECORD

MARINE DEALER VISITOR INITIAL QUALIFICATION

MEMBER NAME: _____ MEMBER NUMBER: _____
Last, First Middle Initial U.S. Coast Guard Auxiliary

INITIAL QUALIFICATION COMPLETED: _____
Date

_____ Date On the date indicated, the above named Auxiliarist achieved a 90% or better passing score on the open book Marine Dealer Visitor qualification examination. Graded answer sheet is attached.

_____ Date On the date indicated, the above named Auxiliarist assisted satisfactorily in the conduct of at least one (1) marine dealer visit.

Marine Establishment Visited

Typed Name And Signature Of Qualified Marine Dealer Visitor

I hereby certify that the above named Auxiliarist has satisfactorily completed all qualifications to become a Marine Dealer Visitor in the Coast Guard Auxiliary and has been informed of all annual requirements to retain such qualification.

Typed Name And Signature Of Elected Officer, MT, Instructor

Date

SAMPLE MV LETTER OF CERTIFICATION

U.S. Department
of Transportation

United States
Coast Guard



Auxiliary Operations
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-OCX-2
Phone: (202) 267-1011
FAX: (202) 267-4409

16790
Date

To whom it may concern:

This letter will serve as certification that (name & member number), U. S. Coast Guard Auxiliary, has been authorized to participate in the Coast Guard's Marine Dealer Visitation Program. This Auxiliarist has been provided with details concerning this campaign that could prove of great interest to you and the operation of your establishment.

If you have any questions concerning the Recreational Boating Safety programs of the Coast Guard or the Auxiliary, please feel free to bring these questions to light. If answers are not readily available, this Auxiliarist will be able to obtain the necessary answers for you.

This campaign can prove to be of great value to all participants: you, the Coast Guard and the Auxiliary; and most important, your customers in the boating public. I strongly encourage your cooperation in this program and welcome any and all recommendations that you may care to offer concerning the Marine Dealer Visitation Program.

Sincerely,

(Director of Auxiliary)

DEALER IDENTIFICATION CODING SHEET (Front)

Manufacturer ID Code (MIC) System Mailing Label System (MLS) Coding Sheet				Office Submitting Transaction: CGAUX DISTRICT MSO/MIO <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div> OTHER <div style="border: 1px solid black; width: 150px; height: 20px;"></div>					
DATE <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		ACTION CODE <input type="checkbox"/> ADDITION <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETION		MAILING LIST <input type="checkbox"/> General <input type="checkbox"/> Boating Safety Circular (BSC) <input type="checkbox"/> No mailings requested or wanted		BUSINESS TYPE <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> See reverse side		DISTRICT <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> MIC <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
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<div style="display: flex; justify-content: space-between;"> <div> FOR MIC TRANSACTIONS ONLY: TEL. <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div> <div> NEW COMPANY <input type="checkbox"/> ACTIVE COMPANY <input type="checkbox"/> OUT OF BUSINESS <input type="checkbox"/> </div> </div>									

DEPT. OF TRANS., USCG 5093 (Rev 7/90) PREVIOUS EDITIONS ARE OBSOLETE

DEALER IDENTIFICATION CODING SHEET (Back)

REVERSE OF CG-5093 (REV. 7-90)

INSTRUCTIONS																																																																													
<p>DATE: Fill in the current date.</p> <p>ACTION CODE: For an "ADD" transaction, fill in every field. For a BSC "ADD" transaction, make sure the company isn't already on the mailing list. For a "CHANGE" transaction, fill in every field, even those with no changes. Circle all changes. For a "DELETE" transaction, fill in the entire record as it currently exists. MIC records are not deleted, but are placed in "out of business" status.</p> <p>MIC: When a transaction affects the mailing list, but not the ID code file, leave the ID code blank. When a transaction affects the ID code file, not the mailing list, fill in the ID code.</p> <p>NAME OF CONTACT: If a MLS transaction, fill in the name of the individual to receive mail. If a MIC transaction, fill in the contact at the company.</p> <p>TELEPHONE NUMBER: If a MIC transaction, fill in the telephone number of the contact at the company.</p> <p>CURRENT COMPANY NAME: Fill in the latest name by which the company is doing business.</p> <p>ADDITIONAL COMPANY NAME: If a MIC transaction, fill in additional name by which the company is doing business.</p> <p>STATE: Use the standard two letter postal code.</p> <p>PREVIOUS ZIP CODE: If address changes, fill in old zip code. This eases finding and changing the existing record.</p> <p>PREVIOUS MLS NUMBER: If address changes, fill in old MLS number from an existing mailing label. This eases finding and changing the existing record.</p>																																																																													
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<p>*Note: Use business types 11 through 34 for describing manufacturers' product lines only, not products sold by dealers. Also, a dealer is either a participating dealer in the CGAUX MDV Program (Type 73) or a non-participating dealer (Type 70); not both.</p>																																																																													

MARINE DEALER VISITATION PROGRAM, VISITATION RECORD

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD ANSC 7046 (1-98)		UNITED STATES COAST GUARD AUXILIARY MARINE DEALER VISITATION PROGRAM VISITATION RECORD					
To be completed for each visit. When a change is needed, the ANSC 7047 must also be submitted. Submit report according to District policies and procedures. ALL VISITS MUST ALSO BE REPORTED ON ACTIVITY REPORT-MISSION, ANSC 7030.							
Date of Visit	BUSINESS NAME	MAILING ADDRESS OF BUSINESS	DECAL ISSUED		ACTION	✓	
			YES	NO		YES	NO
					Receiving USCG mailing		
					Desires to receive mailing		
					Desires follow-up visits or literature		
	Name of contact						
					Receiving USCG mailing		
					Desires to receive mailing		
					Desires follow-up visits or literature		
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					Desires to receive mailing		
					Desires follow-up visits or literature		
	Name of contact						
					Receiving USCG mailing		
					Desires to receive mailing		
					Desires follow-up visits or literature		
	Name of contact						
					Receiving USCG mailing		
					Desires to receive mailing		
					Desires follow-up visits or literature		
	Name of contact						

MEMBER NUMBER 	SIGNATURE:	DATE MM DD YY
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Use CGAUX-43 until supply exhausted

Former CGAUX-43

AUXILIARY ACTIVITY REPORT-MISSION

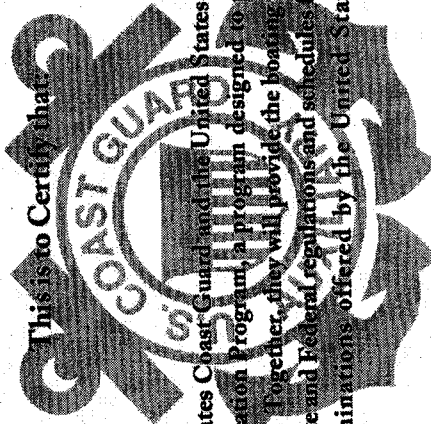
DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CGAUX-26 (1-97)	U. S. COAST GUARD AUXILIARY ACTIVITY REPORT - MISSION	MISSION DATE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">M M</td> <td style="width: 33%;">D D</td> <td style="width: 33%;">Y Y</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	M M	D D	Y Y									
M M	D D	Y Y												
SECTION I TYPE OF MISSION (Check one box only)														
TRADITIONAL MISSIONS <input type="checkbox"/> 01 SAFETY PATROL <input type="checkbox"/> 02 REGATTA PATROL <input type="checkbox"/> 03 CHART UPDATE PATROL <input type="checkbox"/> 04 PE INST (NO STATE OR YOUTH COURSES) <input type="checkbox"/> 06 MT INSTRUCTOR MISSION <input type="checkbox"/> 07 CG OPERATIONAL SUPPORT <input type="checkbox"/> 08 CG ADMIN SUPPORT <input type="checkbox"/> 09 AIM MISSION <input type="checkbox"/> 10 PUBLIC AFFAIRS MISSION <input type="checkbox"/> 11 MARINE DEALER VISITS <input type="checkbox"/> 12 PE INST (STATE & YOUTH COURSES) OTHER MISSIONS <input type="checkbox"/> 90 RAP MISSION <input type="checkbox"/> 91 CME/PWC/UPV/CFV <input type="checkbox"/> 92 AUXMIS II DATA ENTRY <input type="checkbox"/> 93	SURFACE OPERATIONS MISSIONS <input type="checkbox"/> 20 RADIO WATCHSTANDER <input type="checkbox"/> 21 OFFICER OF THE DAY DUTIES <input type="checkbox"/> 22 OPSTRANING MISSION <input type="checkbox"/> 23 B-2 ALERT SAR STANDBY <input type="checkbox"/> 24 B-0 ALERT SAR STANDBY <input type="checkbox"/> 25 SAR CALLOUT <input type="checkbox"/> 26 CG CREW AUGMENTATION <input type="checkbox"/> 27 ELT MISSION <input type="checkbox"/> 28 MEP MISSION <input type="checkbox"/> 29 AUXILIARY RADIO NET MISSION <input type="checkbox"/> 30 AIDS TO NAV. MISSION - FEDERAL <input type="checkbox"/> 31 AIDS TO NAV. MISSION - PRIVATE <input type="checkbox"/> 32 BRIDGE <input type="checkbox"/> 33 PWC PATROL <input type="checkbox"/> 34 <input type="checkbox"/> 35	AGENCY SUPPORT MISSIONS <input type="checkbox"/> 41 FEDERAL AGENCIES <input type="checkbox"/> 42 STATE AGENCIES <input type="checkbox"/> 43 LOCAL AGENCIES <input type="checkbox"/> 44 <input type="checkbox"/> 45 AIR OPERATIONS MISSIONS <input type="checkbox"/> 50 SAR MISSION <input type="checkbox"/> 51 ELT MISSION <input type="checkbox"/> 52 MEP MISSION <input type="checkbox"/> 53 ICE OPS MISSION <input type="checkbox"/> 54 LOGISTICS MISSION <input type="checkbox"/> 55 TRAINING MISSION <input type="checkbox"/> 56 <input type="checkbox"/> 57 ENVIRONMENTAL MISSIONS <input type="checkbox"/> 71 ENFORCEMENT OF LAWS & TREATIES <input type="checkbox"/> 72 MARINE ENVIRONMENTAL PROTECTION												
SECTION II SUPPORT INFORMATION (Area with shaded border need only be completed for OPS Missions)														
LOCATION														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">NO. ASSISTS</td> <td style="width: 33%;">PATROL ORDERS</td> <td style="width: 33%;">WATERS</td> </tr> <tr> <td></td> <td>1 REIMB. 2 NONREIMB.</td> <td>1 NAVIGABLE 2 STATE</td> </tr> <tr> <td colspan="2">TYPE FACILITY</td> <td>FACILITY ID</td> </tr> <tr> <td>1 VESSEL 2 RADIO 3 AIR 4 OTHER</td> <td></td> <td></td> </tr> </table>			NO. ASSISTS	PATROL ORDERS	WATERS		1 REIMB. 2 NONREIMB.	1 NAVIGABLE 2 STATE	TYPE FACILITY		FACILITY ID	1 VESSEL 2 RADIO 3 AIR 4 OTHER		
NO. ASSISTS	PATROL ORDERS	WATERS												
	1 REIMB. 2 NONREIMB.	1 NAVIGABLE 2 STATE												
TYPE FACILITY		FACILITY ID												
1 VESSEL 2 RADIO 3 AIR 4 OTHER														
SECTION III MEMBER INFORMATION (Area with shaded border need only be completed for Air Missions)														
MEMBER NUMBER	LAST NAME	ROLE	HOURS											
			DAY	NIGHT	PREP TRAVEL	TRAINEE								
		1. LEAD				Y or N								
		2. ASSIST				Y or N								
		2. ASSIST				Y or N								
		2. ASSIST				Y or N								
		2. ASSIST				Y or N								
		2. ASSIST				Y or N								
		2. ASSIST				Y or N								
		2. ASSIST				Y or N								
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		2. ASSIST				Y or N								
		2. ASSIST				Y or N								
		2. ASSIST				Y or N								
		2. ASSIST				Y or N								
REMARKS														
MEMBER SIGNATURE: _____ Date _____						REPORT NUMBER								
NOTE: USE MEMBER ACTIVITY REPORT(CGAUX-31)FOR OTHER MISSIONS														

MV CERTIFICATE OF APPRECIATION



DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

UNITED STATES COAST GUARD AUXILIARY
MARINE DEALER
VISITATION PROGRAM
CERTIFICATE OF APPRECIATION



This is to Certify that

has joined with the United States Coast Guard and the United States Coast Guard Auxiliary in the Auxiliary Marine Dealer Visitation Program, a program designed to promote recreational boating safety on the waters in our area. Together, they will provide the boating public with safety information, up-to-date information on State and Federal regulations and schedules for local Boating Safety courses and Courtesy Marine Examinations offered by the United States Coast Guard Auxiliary.

Date

Auxiliary Flotilla Commander

